



REQUEST FOR PROPOSAL

FOR

CONSULTING SERVICES FOR REVISION AND UPDATING OF EIF'S OPERATIONAL MANUAL

Procurement No: SC/RP/ EIF-01/2022

Bidder Name :

Postal Address:

Telephone No:

Cell No.:

Contact Person:

E-Mail Address:

**Environmental Investment Fund of Namibia (EIF),
P O Box 28157,
Auas Valley,
Windhoek,
Tel: +264 61 431 7700,**

**Physical Address: 8933 Heinizburg Heights,
c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets,
Klein Windhoek,**

Date of Issue: 18 March 2022

Administrative Enquiries: Mr. Joseph Elagon
Tel: +264 61 431 7700
Windhoek
Namibia

**REQUEST FOR PROPOSAL
LETTER OF INVITATION**

Date: 18 March 2022

Windhoek
Dear Sir/Madam,

Subject: CONSULTING SERVICES FOR REVISION AND UPDATING OF EIF'S OPERATIONAL MANUAL

1. You are hereby invited to submit legal and financial proposals for consultancy services required to the Environmental Investment Fund of Namibia which could form the basis for future negotiations and ultimately, a contract between you and the Environmental Investment Fund of Namibia.
2. The purpose of this assignment is to: See attached Terms of Reference
3. The following documents are enclosed to enable you to submit your proposal:
 - (a) the Terms of Reference (TOR) [Annexure 1];
 - (b) supplementary information for consultants, including a suggested format of curriculum vitae [Annexure 2]; and
 - (c) Timelines [Annexure 3]
4. Any request for clarification should be forwarded in writing to the Environmental Investment Fund of Namibia, 8933, Heinitzburg and Dr. Theo-Ben Gurirab ASt. Klein Windhoek. Mr. Joseph Elagon JElagon@EIF.ORG.NA, +264 61 431 7700 for administrative enquiries and clarifications. Request for clarifications should be received 14 days prior to the deadline set for submission of proposals.
5. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in the procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts.

Consultants are advised to consult the website of the Procurement Policy Office: www.mof.gov.na/procurement-policy-unit to acquaint themselves with the legislations related to public procurement in the Republic of Namibia.

6. Eligibility

- a. A consultant that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
- b. Proposals from consultants appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.
- c. Consultants should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

7. Evaluation Criteria

ADMINISTRATIVE COMPLIANCE

#	DESCRIPTION	Bidder	
		Yes	No
1.	A valid certified copy Company Registration Certificate or Registration of defensive name if applicable issued by the Ministry of Industrialization, Trade and SME development or BIPA certified by the Namibian Police or Commissioner of Oaths of the		
2.	Certified copies of Identification Documents (IDs) of the shareholders or members of the Trustee as certified by the Namibian Police or Commissioner of Oaths;		
3.	A valid original of a Good Standing Tax Certificate from the Receiver of Revenue;		
4.	A valid original of a Good Standing Certificate from Social Security Commission;		
5.	Bidder has submitted the duly filled in, signed, and dated Bid Submission Sheet Form; (Form F-1)		
	OVERALL ADMINISTRATIVE COMPLIANCE		

TECHNICAL ASSESSMENT

#		DESCRIPTION	Proportional value in %	Bidder
1	T _T	Overall Technical features: <ul style="list-style-type: none"> ▪ Proposed methodology and on how the consultant will approach and complete the assignment responding to the Terms of Reference (30) ▪ Brief description of why the consultant considered as the most suitable for the assignment based on experience, knowledge and expertise. (10) 	40	
2	T _d	Delivery – <ul style="list-style-type: none"> ▪ Work plan outlining deliverables and timeframes (15) 	15	
3	T _o	Overall ability and capability to perform the work – <ul style="list-style-type: none"> • Experience of previous relevant consultancy assignments completed (20) • Qualifications, Training, Education and Knowledge of the Proposed Team (20) • Organization and Staffing (<i>proposed structure and composition of team</i>) (5) 	50	
4	T _s	OVERALL TECHNICAL SCORE	100	
		Overall Ranking		

Bidders obtaining more than 70% of the Technical Score shall qualify for the financial evaluation.

FINANCIAL EVALUATION

Financial Score

The Financial Score will be calculated for each bidder in accordance with the following formula:

The formula for determining the financial scores is the following:

$$F_s = 100 \times F_m / F,$$

in which F_s is the financial score,

F_m = is the lowest price proposal and

F = the price of the proposal under consideration.

$$\frac{\text{the lowest price proposal} \times 100}{\text{the price of the proposal}}$$

Bidder	Bid Price (from lowest to highest)	Financial Score

TOTAL SCORE AND FINAL RANKING BIDS:

Calculation of Bid Total Score

The Total Bid Score, B_s , will be calculated using weighting factors applied to the Financial score and the Technical score. The formula for B_s is:

$$B_s = 0.7 \times T_s + 0.3 \times F_s, \text{ where}$$

B_s = the Bid Total Score

T_s = the Technical Score

F_s = the Financial Score

Bidder	Technical (Score \times 0.7)	Financial (score \times 0.3)	Total Bid Score	Rank

8. Submission of Proposals

The proposals from the shortlisted consultants shall be submitted in two separate envelopes, namely Technical and Financial proposal, and should follow the form given in annexure 2 - "Supplementary Information for Consultants". **The proposals must be Hand Delivered by depositing in the bid box, EIF office, 1st floor, Reception on or before: 01 April 2022 at 11H00 AM.**

Late submissions will be rejected.

Proposals should not be forwarded by electronic mail.

9. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for Financial proposals. Proposals from consultants should score at least 70 marks for the Technical Proposals to be retained for further consideration.

Only those consultants scoring a technical total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Consultant scoring the highest total score marks and if negotiation is not successful, negotiation will start with the next best ranked Consultant and so on until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals.

10. Rights a Public Entity

- a. Please note that the Environmental Investment Fund of Namibia is not bound to select any of the consultants submitting proposals.
- b. Please note that the cost of preparing a proposal and of negotiating a contract including visits to Namibia, if any, is not reimbursable as a direct cost of the assignment.

11. Duration of Assignment

It is estimated that the minimum duration of the assignment shall be for a period of three (3) months. but the actual work will be limited to 30 days' worth of effort.

You should base your financial proposal on these figures, giving an indication of man-months considered necessary by you to undertake the assignment. The extent to be spent in Namibia and that in office outside Namibia should be clearly indicated. The rate proposed in your submission will be applied in case the duration of the assignment is to be extended.

12. Validity of Proposal

You are requested to hold your proposal valid for ninety (90) days from the deadline for submission of proposals during which period you will maintain without change, your proposed

price. The Environmental Investment Fund of Namibia will make its best efforts to finalize the agreement within this period.

13. Commencement date of Assignment

Assuming that the contract can be satisfactorily concluded in 5 days, you will be expected to take up/commence with the assignment in two (2) days' time.

14. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia; but the Environmental Investment Fund of Namibia shall pay directly or reimburse the taxes, duties, fees, levies and their impositions in Namibia related to:

- (a) payments to the Consultant in connection with carrying out this assignment;
- (b) equipment, materials and supplies brought into Namibia for the purpose of carrying out the assignment, provided they are subsequently withdrawn; (This clause shall apply only to foreign Consultants). and
- (c) property brought in for your personal use provided the property is subsequently withdrawn. (This clause shall apply only to foreign Consultants).

15. Insurance

The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.

16. Confirmation of Invitation to submit proposal

We should appreciate if you would inform us by email:

- (a) your acknowledgment of the receipt of this Letter of Invitation within seven days and
- (b) further indicate whether or not you will be submitting the proposal.

16. The Environmental Investment Fund of Namibia would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,

Joseph Elagon
Procurement Management Unit

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information to Consultant.

Annexure 3: Draft Timelines

TERMS OF REFERENCE

Consultancy for Revision and Updating of EIF's Operational Manual

1. BACKGROUND

The Environmental Investment Fund of Namibia (EIF) developed a first version of the Operational Manual in 2013. This document serves as the Fund's internal roadmap for guiding its internal operational procedures. It specifically deals with processes and procedures of receiving, recording, processing, and decision-making on the Fund's financial products as well as post-award management and evaluation procedures. The Operational Manual further tries to provide the Fund with clear performance objectives such as predictability, speed, dependability, quality, and flexibility.

The 2013 version was subsequently revised and approved by the EIF Board in December 2015. Practical lessons learned through implementation of the manual since 2015 and to accommodate the flexibility that was required by projects funded by development partners, especially Green Climate Fund (GCF)-funded projects - which the EIF has begun to manage as from 2017 have necessitated a further revision during 2018. This revision 2018 effort – which was internally done represents the third version and the current of the Operational Manual.

A very productive period of five year has passed since the last review of the manual. During this period, the Fund experienced a phenomenal growth in size and complexity. Many innovative developments, rich lessons and experiences have also been learned. Key amongst these developments is the Fund's renewal of its accreditation with the GCF and nomination for accreditation to the Adaptation Fund (AF). A diverse constituency of bilateral development partners have also begun to seek to capitalise on the Fund's grant-making strengths – each coming with own and unique requirements. All these developments have combined to make another revision and updating of the manual unavoidable. It is with this background that the EIF is inviting bids from Namibian firms or individuals to review and update its Operational Manual with the view of transforming it into a substantive Grants Award Manual (GAM).

2. PURPOSE AND SCOPE

The overall purpose of the consultancy is to review the Operational Manual with the view to outline contemporary internal governance as well as effective and efficient grant-making processes and procedures with the EIF. The Fund envisaged an outcome in the form of a comprehensive GAM that complies with international best practice for investing in environmentally, socially and financially viable projects in Namibia that are also gender-sensitive.

3. SPECIFIC TASKS

Working in close collaboration with the Chief Operations Officer (COO), the consultant(s) is/are expected to carry out the assignment using the following specific process:

- (a) Convene an inception meeting with the EIF to agree on the concept, tasks and the relevant logistical arrangements and timeframes;
- (b) Review the existing Operational Manual and its derivatives as well as other relevant manuals, guidelines, strategies and policy instruments.
- (c) Identify gaps, shortcomings and challenges based on the above and propose amends.
- (d) Benchmark international best practice by reviewing documents and manuals of comparable grant-making institutions.
- (e) Interview key EIF staff members, officials from key GRN ministries and relevant civil society entities.
- (f) Present preliminary report and draft manual to EIF:
 - Assessment of challenges, constraints and shortcomings;
 - Assessment of strengths and opportunities;
 - Lessons learned and recommendations; and
 - Draft GAM.
- (g) Compile a comprehensive GAM in the format and of quality acceptable to.

4. OUTPUTS

The Consultant is expected to deliver the following outputs:

- (a) Inception report or work plan within **5 days** of award: The consultant will submit an Inception Report to EIF within five days of the commencement of assignment on proposed evaluation methodology, work plan and structure of the report. This would be a guide of his/her understanding of the assignment and how to go about it;
- (b) Preliminary report (**within 3 weeks**) and recommendations for the outline of the GAM;
- (c) Draft GAM to EIF (**within 6 weeks**) – to be presented at a debriefing meeting for EIF comments and input;
- (d) Final GAM, addressing issues raised during presentation of the draft GAM (**within 12 weeks of award**); and
- (e) Be available to incorporate comments from the EIF Board and Board Sub-Committee, if any.

5. EXPERTISE REQUIRED AND CONSULTANCY MANAGEMENT

- (a) Preferably a Master's degree in Project Management, Business Management (Management Sciences), Social Sciences, Development Studies or any other related fields.
- (b) Minimum of ten (10) years' experience. This must apply at least to the team leader of a consultancy team.
- (c) Demonstrated experience in developing and reviewing of Operational Manuals.
- (d) An ability to assess policy and governance framework and institutional capacity.
- (e) Understanding of governance, political, economic and institutional issues associated with climate change.
- (f) Ability to work constructively with different stakeholders in a complex environment and under strict defined timeline; and
- (g) Excellent writing, editing and organizational skills.

6. DURATION OF THE WORK AND MANAGEMENT ARRANGEMENTS

The detailed schedule will be discussed with the successful consultant prior to the commencement of the assignment. The estimated duration, however, is up to **30 working days' worth of work spread over 90 calendar days.**

No	Output	Timeline	% of payment	Target date
1	Inception Report: methodology, work plan, and proposed structure of the report	Within 5 days of contracting	20%	
2	Preliminary Report and proposed GAM outline - to be presented at a debriefing meeting	Within 3 weeks of contracting	30%	
3.	Draft GAM to be presented at a debriefing meeting	Within 6 weeks of contracting	20%	
3.	Final GAM document	Within 15 working days after receipt of comments on the Draft GAM	20%	
5	EIF Executive Committee's approval of the GAM for submission to the Board		0%	
6.	Incorporation of Board comments and input	Final payment to be made after the Board has approved and signed off the Manual	10%	
TOTAL:			100%	

7. SUBMISSION FORMAT

A relevant CV plus qualification(s) with a short explanation and note of why applicant is suitable for the assignment should be submitted.

8. APPLICATION PROCESS AND EVALUATION OF PROPOSALS

The Consultant will be evaluated based on the Technical and Financial criteria as indicated below:

A) Technical proposal

- Comprehensive CVs and proof of similar work must be provided;
- Background information of the Consultant including profile and examples of similar work previously undertaken;
- Competency and experience: qualifications and expertise of the Consultant including years of relevant experience and at least three (3) references from contactable referees;
- Demonstration of understanding of the work with a proposed methodology and approach to the assignment;
- Should have a clear work plan with timelines; and
- The proposal should not exceed 10 pages

B) Financial Proposal

Financial Proposal should be submitted clearly detailing the total number of days to complete work and daily rates inclusive of all anticipated costs in Namibian Dollars during the period of assignment.

Furthermore, the Consultant will be scored on the following methodology:

- i. Technical Criteria weight: 70% (*only applications meeting minimum of 70% of Technical Evaluation shall be considered for the Financial Evaluation*); and
- ii. Financial Criteria weight: 30%.

Contract awarding shall be made to the Consultant whose offer has received the highest score out of a pre-determined set of weighted Technical and Financial Criteria.

Contact persons

Admin Enquiries:

Mr. Joseph Elagon (*Procurement Officer*): JElagon@eif.org.na

Technical Enquiries:

Mr. Karl M. Aribeb (*Chief Operations Officer*): KAribeb@eif.org.na

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:

a) Technical Proposals

- i. Curriculum Vitae of Consultant (Form F-2).
- ii. An outline of recent experience on assignments/ projects of similar nature executed during the last five years (Form F-3).
- iii. Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- iv. A description of the manner in which the Consultant would plan to execute the work.
- v. The Consultant's comments, if any, on the data, services and facilities to be provided by the Public body indicated in the Terms of Reference (TOR).

The proposals shall be submitted in ONE Original hard copy and TWO (2) hard Copies and one (1) USB/flash drive/memory stick of the soft copy of the technical proposal.

b) Financial Proposals

- i. The financial proposals should be given in the form of summary of Contract estimate (Form F- 4)
- ii. The proposals shall be submitted in one original and two (2) hard Copies and one (1) USB/flash drive/memory stick of the soft copy of the technical proposal.

2. Contract Negotiations

The aim of the negotiations is to reach an agreement on all points with the Consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods in [weeks/months] and reporting schedule.

Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule as per the ToR.

3. Review of reports

A review committee of three members will review all reports and suggest any modifications/changes considered necessary within 15 days of receipt.

PROPOSED TIMELINES (DRAFT)

No	Output	Timeline	% of payment	Target date
1	Inception Report: methodology, work plan, and proposed structure of the report	Within 5 days of contracting	20%	
2	Preliminary Report and proposed GAM outline - to be presented at a debriefing meeting	Within 3 weeks of contracting	30%	
3.	Draft GAM to be presented at a debriefing meeting	Within 6 weeks of contracting	20%	
3.	Final GAM document	Within 15 working days after receipt of comments on the Draft GAM	20%	
5	EIF Executive Committee's approval of the GAM for submission to the Board		0%	
6.	Incorporation of Board comments and input	Final payment to be made after the Board has approved and signed off the Manual	10%	
TOTAL:			100%	

BID SUBMISSION FORM

From: _____

To: _____

CONSULTING SERVICES FOR REVISION AND UPDATING OF EIF'S OPERATIONAL MANUAL

I/We _____ herewith enclose Technical and Financial Proposals for selection as Consultant for the Environmental Investment Fund of Namibia.

I/we undertake that, in competing for (and, if the award is made to me/us, in executing) the above contract, I/we will observe the highest level of ethical conduct.

Yours faithfully

Signature: _____

Full name: _____

Address: _____

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

Name of Consultant: _____
Profession: _____
Date of Birth: _____
Nationality: _____
Membership in Professional bodies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and employers' references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Date: Day/Month/Year

[Signature of Consultant]

Full name of Consultant: _____

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING
LAST 5 YEARS**

1. Outline of recent experience on assignments of similar nature:

Sl.No	Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

Cost Estimate of Services¹

Remuneration:

Consultant Name	Gazetted Hourly Rate (in currency)	Working Hour	Total Cost (in currency)
_____	_____	_____	_____
Sub-Total (Remuneration)			_____

Out-of-Pocket Expenses² :

(a) Per Diem ³ :	Room charge	Subsistence	Total	Day	
	_____	_____	_____	_____	_____
(b) Air fare					_____
(c) Lump Sum Miscellaneous Expenses @ % ⁴ :					_____
Sub-Total (Out-of-Pocket)					_____
Contingency Charges:					_____
VAT 15%					_____
Total Estimate:					_____

¹ Rates shall be used for extension of contract for Lump-sum basis and for Time-based contract at negotiation stage or as otherwise specified

² Reimbursable at cost with supporting documents/receipts unless otherwise specified.

³ Per Diem is fixed per calendar day and need not be supported by receipts.

⁴ To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.